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PERSONNEL

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PERSONNEL MOBILIZATION PLANNING

CIA CIVILIAN STANDBY RESERVE

1. GENERAL

a. A directory of selected former employees has been established and is known as the CIA Civilian Standby Reserve. This reserve was originally set up as a pool of available, qualified persons whom the Agency might wish to contact in the event of a national emergency. The DCI has directed that maximum current use be made of this reserve, such as: (1) assisting in out-placement and recruitment of personnel; and (2) performing special missions for such offices as Contact Division,

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Cover and Commercial Staff

(3) assisting in the recruitment program

b. Since the preliminary work of screening former employees has been completed, it now becomes desirable to establish procedures for indicating interest in individuals for membership in the Standby Reserve by the losing components at time of separation.

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2. PROCEDURES

a. At the end of each month offices wishing to recommend desirable personnel who qualify under criteria outlined in paragraph 1. a. will forward their names to the Chief, Mobilization and Military Personnel Division, Office of Personnel. Persons so recommended should in general be limited to former career employees residing in this country although exceptions may be made upon adequate justification. Individuals who

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